



Interoffice Memo

DATE:

PHONE:

FROM: **AUTHOR'S NAME**, Author's Title
Author's Department

TO: **RECIPIENT NAME(S)**, Recipient Title(s)
Recipient Department(s)

NOTE: This memo may be used to address deficiencies in work performance standards. This memo may also be used to address deficiencies in conduct standards as appropriate. For addressing deficiencies in conduct standards please consult with your HRO.

SUBJECT: **WORK PERFORMANCE IMPROVEMENT PLAN**

The purpose of this Work Performance Improvement Plan (WPIP) is intended to identify and correct **[IDENTIFY WHETHER WORK PERFORMANCE AND/OR CONDUCT STANDARD]** deficiencies.

Specifically, this WPIP is being initiated due to your work performance deficiencies in the following areas **[AND IF APPROPRIATE, AN OVERALL EVALUATION OF BELOW JOB STANDARDS ON YOUR WPE DATED _____.]**

This WPIP will give you a thorough understanding of your **[IDENTIFY WHETHER WORK PERFORMANCE AND/OR CONDUCT STANDARD]** deficiencies and the job standards expected of you. Additionally, this WPIP will include your commitment and actions you will take to make the improvements necessary to meet these job standards.

1. **Areas where failed to meet job standards:**

a. *Performance issue #1/CATEGORY*

Standard & expectation

State department standard, your expectation of the employee

Below Standard Conduct

State specific examples of employee's conduct

b. *Performance issue #2/CATEGORY*

Standard & expectation

State department standard, your expectation of the employee

Below Standard Conduct

State specific examples of employee's conduct

WORK PERFORMANCE IMPROVEMENT PLAN
DATE

2. **How to improve your performance:**

[IDENTIFY EMPLOYEE'S PLAN OF ACTION TO IMPROVE WORK PERFORMANCE AND/OR CONDUCT STANDARD]

Summarize expectations and give examples of how employee can improve performance.

3. **Supervisory Assistance and guidelines**

You and I will meet [INSERT HOW OFTEN YOU WILL MEET WITH THE EMPLOYEE. E.G. BI-WEEKLY] to review. Please check with me as frequently as you wish to discuss these items or any matters that need clarification.

After [INSERT WHEN YOU WILL MEET AGAIN WITH THE EMPLOYEE CONSISTENT WITH DEPARTMENT PRACTICE POLICY, E.G. AFTER 30 DAYS], we will meet to review discuss your progress towards meeting your job standards and what is needed for your continued improvement. At this time, I will complete a Performance Progress Report.

At the end of the [INSERT WHEN YOU WILL PREPARE A FOLLOW UP PROGRESS REPORT CONSISTENT WITH DEPARTMENT PRACTICE POLICY, E.G. 60-90 DAYS] period from the start of this WPIP, we will meet to discuss your progress, at which time I will complete a Final Performance Progress report.

4. **Further Action**

I believe you can improve your work to meet or exceed the standards. However, if significant improvement is not made within the next [INSERT DATE CONSISTENT WITH THE ABOVE], further action may be necessary. This could include reprimand, demotion, reduction in step, suspension or dismissal. Let's work together so further action will not be necessary.

A copy of this memorandum will be placed in your personnel file.

I HEREBY ACKNOWLEDGE RECEIPT OF THIS MEMO:

Employee

Date

cc: Department Contacts (e.g. Mary Doe, Administrative Manager)
Human Resources Officer (if appropriate)
Department File (if appropriate)
Official Personnel File (if appropriate)